



## HAMILTON POLICE SERVICE

### Career Opportunity: HUMAN RESOURCES CO-OP STUDENT (Up to 2 positions)

<b>Posting #</b>	#2026-013	<b>JJR#</b>	N/A
<b>Job Title</b>	Student	<b>Civilian/Sworn</b>	Civilian
<b>Status</b>	Summer Placement	<b>Department/Unit</b>	Human Resources
<b>Salary Grade</b>	N/A	<b>Hiring Rate</b>	N/A
<b>Salary Range</b>	\$18.00 to \$21.00 per hour		
<b>Posting Date</b>	February 12, 2026	<b>Closing Date</b>	March 1, 2026
<b>Primary Job Location</b>	Central Police Station, 155 King William Street, Hamilton		
<b>Hours of Work</b>	Monday-Friday, from 8:00am-4:00pm Placement Length: Approx. start of May to mid/end of August		

## SUMMARY

### About HPS

HPS patrols 1,113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as professional development, emergency response, crime prevention, fleet and facilities, IT, Records and HR. HPS is committed to the highest standards of integrity and professionalism in all its Divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

### Position Summary:

The ideal person is a motivated and results-driven individual who is looking to join an organization committed to providing quality service and value to its community. The HR co-op will be someone who is passionate about people and employee experience, well organized and able to manage priorities in a fast-paced, multi-tasking environment and who values a

collaborative teamwork environment and displays a high degree of confidentiality and attention to detail.

**Duties may include, but are not limited to:**

- Supporting Occupational Health and Wellness with wellness initiatives and programs
- Providing support and analysis, as required, on HR data and metrics
- Supporting Recruiting, including sourcing, screening, interviewing, testing and candidate selection
- Maintaining employee file records – updating company databases
- Assisting in various HR initiatives and programs
- Assisting in HR Special projects as needed
- Perform other duties, as assigned

**Working Conditions:**

General open office environment.

**Physical & Sensory Demands/Dexterity:**

Assignments typically involve activities such as reading, writing, keyboarding, listening, talking, sitting, standing, walking, bending, reaching, filing and lifting.

**Knowledge and Experience:**

Experience and knowledge of HR practices and legislation. Experience dealing with confidential documentation and sensitive personal information.

**Education:**

Working towards a post secondary degree/diploma in Human Resources or Business Management with Human Resources focus with a recognized Co-op placement requirement.

**Certifications & Licences:**

Valid class G driver's licence, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.

## **INTERESTED IN THE POSITION?**

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number **#2026-013** in the subject line to [recruiting@hamiltonpolice.ca](mailto:recruiting@hamiltonpolice.ca) before 11:59 PM on **Sunday, March 1<sup>st</sup>, 2026**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.

**Accommodations:** Hamilton Police Service is committed to equitable and accessible hiring practices. Accommodation during the recruiting process is available upon request, please let us know should you have any needs.

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.



At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.

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*Hamilton Police Service (HPS) is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. HPS honours with gratitude this sacred land which, from time immemorial, has been and is home to many Indigenous people from across Turtle Island.*